



King County
ADMINISTRATIVE SPECIALIST II
PUBLIC HEALTH- SEATTLE & KING COUNTY
CHARS / JAIL HEALTH SERVICES
Hourly Rate Range \$15.35 – \$19.46
Job Announcement: 04TA4331
OPEN: 6/7/04 CLOSE: 6/14/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Shawna Harris at (206) 296-1090 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Correctional Facility, 500 Fifth Avenue, Seattle, WA 98104.

WORK SCHEDULE: This 1.0 FTE career service position are overtime eligible. Works a 40 hour workweek; schedules varies, including evening, night and weekend shifts.

PRIMARY JOB FUNCTIONS INCLUDE: The responsibilities of this classification include providing a variety of technical clerical support service in a high volume medical practice:

- Maintain medical and data records.
- Enter data in charts and collect and organize charts for various provider clinics.
- File paperwork and charts.
- Share phone reception responsibilities.
- Operate & maintain office equipment – fax, copier, printers, computers and phones.
- Set and coordinate appointments with outside providers.
- Substitute for other Administrative Specialist II in full range of duties.
- Review correspondence to determine action required.
- Research and compile information for various projects.
- Lifting a van bag weighing up to 30lbs and transporting it through the Jail up to the health clinic.
- Other duties and special projects

QUALIFICATIONS:

- This position requires lifting, bending and repetitive movement such as pulling and filing charts and lifting and transporting a 30-lb van bag throughout the facility.
- Knowledge of Access, Excel and MS Word applications. Applicants will be tested on Word, Excel, Access, Alpha Filing, Numeric Filing, Data Entry and Basic Math.

- Ability to operate standard office equipment that may include typewriter, personal computer, mainframe terminal, copier, fax machines and multi-line telephones.
- Oral and written communication skills as well as skill in following oral and written instructions.
- Organizational skills.
- Demonstrated skill in good customer service via phone and in person.
- Initiative and accountability skills for work product or service.
- Skill in conducting research on a specific work assignment.
- Flexibility in work hours; evening, night and weekend shifts required.

DESIRED QUALIFICATIONS: Prefer experience working in a correctional health setting.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: AFL/CIO IFPTE, Local 17.

CLASS CODE: 8387

SEQUENCE NUMBER: 81-8387-3486